

**DEADLINE:**

Please return application  
& supplemental  
questionnaire in person  
or by U.S. Mail with a  
postmark on or before the  
above date.

**4:30 PM****FRIDAY****OCTOBER 01, 2004****City-County Employment Office**

Your Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_ Date \_\_\_\_\_

**COMM. CORR. FIELD SPECIALIST**

COMMUNITY CORRECTIONS - COMMUNITY CORRECTIONS

**Req. #04-0012-CO-1**

SUPPLEMENTAL QUESTIONNAIRE

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

**Please allow 2 weeks from the closing date of this position before expecting to receive notice (one way or another) with regards to an interview.**

**PLEASE READ BEFORE COMPLETING:**

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position(s) for which you are applying. Be certain to include: paid employment, military history, volunteer experience, and any educational training and/or experience. NOTE: Please make certain that all employment history and education mentioned on this supplemental questionnaire also appear on your application. We screen all applications based upon the information you, the applicant, provide on these documents only. We do not refer to resumes.

This questionnaire is a supplement to your application and is made a part thereof and subject to all terms and conditions noted on the Application for Employment. Remember, you are responsible for the completeness and accuracy of this form as well as the application. Incomplete or omitted information on either of the documents could result in you, the applicant, not receiving full credit for your experience. So please, be as detailed as possible.

**CRIMINAL HISTORY CHECKS WILL BE MADE ON TOP CANDIDATES.**

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1-1. I understand that the days and hours of work for this position are Tuesday through Saturday, 2:00 p.m. - 10:00 p.m.; and that hours may be subject to change.

- ☐ Yes  
☐ No
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2-1. Do you have experience working with clients in a correctional or mental health program?

- ☐ Yes  
☐ No

If yes, please list your employers and describe your experience.

EXPLAIN:

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3-1. Indicate if you have college level course work in the following:

- ☐ Criminal Justice  
☐ Sociology  
☐ Other related field

Please specify other related field.

EXPLAIN:

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4-1. Do you have experience monitoring individuals in a community service program?

- ☐ Yes  
☐ No

If yes, list your employers and describe your experience.

EXPLAIN:

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5-1. Do you have experience creating reports and documenting client activities?

- ☐ Yes  
☐ No

If yes, list your employers and describe your experience including the types of reports and documentation.

EXPLAIN:

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6-1. Do you have experience working in the criminal justice system?

- ☐ Yes  
☐ No

If yes, list your employers and describe your experience.

EXPLAIN:

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7-1. Do you have experience interacting with volunteer agencies?

- ☐ Yes  
☐ No

If yes, list your employers and describe your experience including the agencies with whom you have worked.

EXPLAIN:

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8-1. Do you have experience interacting with local justice system agencies?

- ☐ Yes  
☐ No

If yes, list your employers and describe your experience including the agencies with whom you have worked.

EXPLAIN:

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9-1. Applicants must have a valid driver's license or be able to provide independent transportation to perform functions of the job.

9-2. Do you have a valid driver's license?

- ☐ Yes  
☐ No

9-3. If you do not have a valid driver's license, can you provide independent transportation to perform the functions of the job?

- ☐ Yes  
☐ No

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10-1. CRIMINAL HISTORY CHECKS will be conducted on the top applicants. PLEASE NOTE OUR POLICY. ALL convictions for any law violation (i.e., DUI, shoplifting, minor in possession, reckless driving, etc.) other than a minor traffic violation (i.e., parking ticket, speeding ticket), including convictions that have been set aside, probationed, or pardoned, must be listed on the front of the application form or on an attached sheet. Consideration is given to the offense and its relationship to the position for which you are applying. Failure to list convictions will be considered to be falsification of your application and result in automatic rejection. [Lancaster County Personnel Rules 5.4(c) and Lincoln Municipal Code 2.76.230(d)].

In order to perform such checks, the Lincoln the Police Department requires the following information.

Please list your last name, first name, middle name, date of birth, sex, and any other names (i.e. maiden) that you may be known by.

EXPLAIN:

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11-1. Have you listed on the application form ALL jobs described on this questionnaire? (NOTE: FAILURE TO LIST ALL JOBS AND/OR EDUCATION ON THE APPLICATION COULD BE CAUSE FOR REJECTION BASED ON INSUFFICIENT INFORMATION. A RESUME CANNOT BE USED AS A SUBSTITUTE. PLEASE CHECK YOUR APPLICATION AGAIN.)

- ☐ Yes  
☐ No